



CITY OF OREM
Summerfest Commission Meeting Minutes
Wednesday, April 15, 2015
5:15 p.m.

CONDUCTING: Teresa Horn, Boutique (Chair)

ATTENDING: Liz Craig, Baby Contest
Jim Lauret, Grand Parade
Peggy Philbrick, Entertainment
Kathy Pranger, Food Vendors, Breakfast
Rob Shaw, Car Show, Children Parade
Ryan White, Appreciation Dinner, Hospitality Tent, AirCare
Laura Bascom, Volunteer Coordinator
Charlene Crozier, Arts Council
Jim Orr, Park Liaison
Jason Adamson, Risk Manager
Kent Allen, Purchasing Agent
Reed Price, Maintenance Division Manager
Jill Winder, Administrative Support

ABSENT/EXCUSED: Wally Harkness, Sponsors, Booklet, Appreciation Dinner
Kena Mathews, Children Crafts, Student Marshals
Margaret Black, City Council Representative
Peter Wolfley, Web/Social Media

VISITORS: Randy Blosil, Kiwanis
Spencer Mack, Kiwanis
Whitney Baker, (helping Kathy Pranger with food vendors)

Welcome, Introductions & Approval of Minutes

Teresa Horn (Chair) brought the meeting to order by welcoming everyone to the April Summerfest meeting. As a reminder, all meetings are recorded in compliance with the State and City Ordinance. With a new committee member and visitors, everyone took a moment to introduce themselves and the event(s) they are over. Teresa Horn started the meeting by asking the committee for the approval of the March minutes. *Jim Lauret made a motion to accept the minutes with Ryan White seconding the motion. All attending committee members voted unanimously to accept the meeting minutes.*

VISITORS

The Rotary Club has made a request to be a part of the Grand Parade. Jim Lauret commented that since they are a non-profit organization all they need to do is fill out the Parade Application Form which is on the Summerfest website and mail it to Jill. As far as their request to advertise who their sponsors are in the booklet, we need to get Wally Harkness' recommendation on this. At this time, Randy Blossil with the Rotary Club joined the meeting. Reed Price quickly reviewed our discussion that had begun about the Rotary Clubs requests. Randy Blossil stated that each of their sponsors give around \$500.00 each. Reed Price said he would talk with Wally Harkness and see if that qualifies for having their logo in the booklet in their area that is donated to honoring the Summerfest sponsors. Reed asked Randy to get a list of their sponsors, the dollar amount given to Summerfest, plus their logo and send that information to Wally Harkness. Randy Blossil asked Jim Lauret if the fee could be waived for their parade entry. Jim answered that would be fine, but they still need to go on line and fill out all the paperwork and follow the instructions on mailing them. Jim Orr will make sure that all the picnic tables are unbolted and then they would be able to move them however they needed.

Booklet Deadlines

Since Wally Harkness is unable to attend tonight, Teresa Horn wanted to remind everyone that all items for the booklet need to be to Wally by April 20. If you would like a new picture for the magazine, please go up to Utah Valley Magazine (Bennett Communications) in the next couple of weeks.

Shirt Orders

Please have your shirt orders to Kent in the next 2 weeks, so he has time to get them ordered, shipped, and distributed before the end of May. Ryan White will get Ryan Shupe, his spouse, and kids shirt sizes and email that information to Kent.

It was requested that Kent get in contact with Wally and verify that he has the accurate sponsors and their logos for the t-shirts. Chris Tschirki commented that the last couple of years, there have been businesses on the shirts that should not be there.

Events and Area of Responsibilities

Rob Shaw – Car Show, Children's Parade

Car Show: Things are moving along well and will work with a graphic designer on the flyers that will be distributed to various business sites with the car show information.

Children's Parade: Received the email with the attached letter giving Summerfest permission to take the flyer into each of the Orem elementary schools. We just have to get the schools name and addresses with the total headcount in each elementary school in Orem.

Kathy Pranger - Food Vendors, Breakfast

Food Vendors: At the moment the application portion is closed and all applications are being reviewed. Within the next week Kathy will be sending out emails to those who were accepted as well as those that were not. Jim Orr has reviewed the food applications and pointed out that the Kiwanis did not put in an application this year. Jim suggested to Kathy to give them a call and see if they forgot or just cannot participate this year. Kathy told Jim that the Orem 5th Ward Scouts has made a request to be moved to where they have been located in the past years. Jim will do his best, but it all

comes down to power requirements for each of the food vendors. Jim asked Kathy to find out if the food truck sales from behind the truck or on the side of the truck, because this will help Jim to determine where to put them.

Teresa Horn (Chair) – Boutiques, Community Booths

Boutique: At this time, there are still thirteen vacant booth spaces, but Teresa is confident they will be filled in the next week or so.

Community: No applications at this time. These seem to come in starting in late April and May.

Jim Lauret – Grand Parade

Grand Parade: Jim Lauret asked if the letter was sent to Matt Holland, Val Hale, and Governor Herbert and if so, have we heard a response yet. Reed Price stated that he sent the letters up to Mayor Brunst office for signature, but as of date they have not been sent out. The mayor has made comment that he has access to many cars, but Reed does not know if he has ten, so we may have Rob Shaw pursue his contact as well in trying to obtain convertibles as well. Chris Tschirki also added that Mayor Brunst stated that he can find ten cars for the City Council and the three special guests, so all we need to find is something for the Grand Marshal. Reed asked Jim Lauret to follow up with the Mayor Brunst secretary to confirm that car arrangements have definitely been made for himself, the City Council, and the special invited guests.

Peggy Philbrick – Entertainment

Entertainment: Peggy passed around a schedule of Friday and Saturday's entertainment lineup. Reed Price asked if anyone knows how long Ryan Shupe needs to set-up. At this time no one knows, Peggy has put Grassroots Shakespeare Company beforehand, because they do not perform on the stage but off to the side on the own stage they set up. But Bri Ray could actually set up the same time as they do and be a pre-show before Ryan Shupe and get the crowd seated back in front of the stage before he performs. Reed asked Peggy to check and make sure that Ryan can be ready in an hour and a half. Ryan White said he would follow up with this and report back next month. Jill Winder requested that Peggy send her the contact name and address for the groups so she can send out a letter and 2 loading/unloading passes to each group. Jim Orr added that these passes are for unloading and loading only and that they should not be parked there during their performance. Jim Orr will have two changing tents that are located behind the entertainment stage. Each group performing will need to provide their own people to watch the tents so their items are safe during their performance time.

Peggy asked if there is any money for compensation this year. Reed asked which groups have asked for compensation. The only one that has inquired is the B.D. Howes Band. Charlene Crozier commented that the past couple of years they have been able to pay a very small amount to a group or two, but that money has come out of the Stage Concert Series fund. This year, it may not be feasible.

Ryan White – Hospitality Tent, Food for Appreciation Dinner, AirCare

Hospitality Tent: Costco is on board and will be sponsoring the hospitality tent this year. They are excited to be a part of Summerfest and are in the planning stages. Costco would like to have a Community Booth.

AirCare: AirCare is scheduled to be in the park both days as long as there are no emergencies. They have received the parks coordinates and are looking forward to showing off the new Timpanogos Regional Medical helicopter. Jim Orr asked Ryan if they would like a booth near the helicopter like the previous years. Ryan answered that he would ask and see if they were interested in doing this again, and will let Jim know next month, but at the moment Ryan is saying yes.

Appreciation Dinner: The food menu is ready to go and there will be great food as always.

Golf Tournament: Ryan is finalizing the details with Sleepy Ridge with the golf tournament, but at the present time, it is scheduled for Thursday, June 11 beginning around 8:00 a.m. The price of the fees is still being negotiated, but should be roughly around \$35.00 per person. We will advertise this in the booklet and well as on the Summerfest website. Ryan is also going to post it on the hospital website as well.

Support Staff Updates

Jim Orr – Park Liaison

Everything has been ordered with Diamond Rental and we should be ready to go. Set up of the tents will be the same as last year. Jim has rented 2 larger generators this year which should be more than enough. The port-a-pots have also been ordered as well as some wash stations, and the waste water disposal stations for the vendors to use.

The only other issue is the banners. Jim has not heard if we are getting new ones, or using what we have and really needs a decision concerning this very soon. If we are getting new ones, they should be getting made the last week in May, so the Parks Section has enough time to hang them up.

Kent Allen – Agreements, ATMS, Shirts

Kent Allen requested that Ryan White call Ryan Shupe and ask what he needs for the sound set up, so we can decide on the person doing the sound system for the Entertainment stage. Brady with Rock the Mic is interested, but has not given Kent a dollar amount on what he would charge. Also, we need to let Brady know that he needs to provide sound for the parade.

Jason Adamson - Risk Manager

Jason will not be to the meeting in May, so he wants to encourage everyone to do a risk assessment for their events they are over. If there is something you think could cause concern or a potential accident, please identify that and write up a brief statement concerning this and email that information to Jason. And during the event if you see something, please report it to a City staff member and they will notify him. Let's have a safe event!

Reed Price - Management

Reed thanked everyone for their hard work and dedication in helping to make Summerfest and fun and enjoyable event for the community.

Teresa Horn made a motion to adjourn the April meeting with Rob Shaw seconding the motion and all committee members agreeing.

Adjournment at 6:42 p.m.